

Government of the District of Columbia
Department of Insurance and Securities Regulation



Lawrence H. Mirel
Commissioner

February 4, 2004

TO: All Insurers Licensed to Conduct Business in the District of Columbia

Subject: Insurance Appointment Renewals

The District of Columbia (DC) Department of Insurance and Securities Regulation (DISR) will provide electronic appointment renewal processing with National Insurance Producer Registry (NIPR) or through one of NIPR's Authorized Business Partners. The NIPR website will have the renewal invoice and a list of appointment renewals due for renewal on May 1, 2004. The list will be generated and available on the website beginning March 15, 2004. The invoices will not be displayed on the NIPR website after May 31, 2004.

The NIPR website is: <http://www.licenseregistry.com/>

Appointments added between January 1 and March 15 will not need to be renewed this year. All terminations will need to be posted on NIPR's PDB before Monday, March 15, 2004 when the renewal invoices are created.

The **costs** involved with this process are:

- \$25.00 State annual appointment renewal fee for each appointment shown on the renewal list.
- NIPR renewal processing fee based on the number of appointment renewals on the invoice (10 or less renewals \$5.00; 11 to 50 renewals \$25.00; 51 to 100 renewals \$50.00; 101 to 500 renewals \$100.00; 501 to 1,250 renewals \$175.00; 1,251 to 2,500 renewals \$275.00; 2,501 to 3,500 renewals \$400.00; and 3,501 to 5,000 renewals \$550.00).
- If you pay by credit card a processing fee of 3.5% will be added to the total.
- If you are sending the invoice with a paper check to NIPR there will be a \$25.00 check processing fee. Checks must be made payable to NIPR and sent to the PO Box on the invoice.
- NIPR processing fees, credit card fees, and check processing fees are not refundable.

The process **after** March 15, 2004 when the electronic invoices are on the website is:

- On the Internet, go to <http://www.licenseregistry.com/>
- Follow the links to company appointment renewals and **sign-in using your company identifiers:** company CoCode, FEIN, and/or company name.
- Your electronic appointment renewal will be displayed. You can Print/Pay the Invoice; View the report of appointment renewals; Print the Report; Download the Report as text (delimited); and Download the Report as XML.
- If you are **paying by credit card** (Visa, MasterCard, or American Express) the process will be entirely electronic. An appropriate receipt will be displayed for you to print off and file.
- If you are **sending in a paper check**, print off the one page invoice and send it to the address on the invoice along with the check payable to NIPR. If you do not include the invoice, payment will be delayed in being processed. Your returned check will be your receipt.
- Help screens and NIPR Customer Support are available to guide you through the process.

If you have any **questions** regarding this new appointment renewal process, contact:
NIPR Customer Service at 816-783-8468 or niprinquiry@naic.org or Zadi Bowles, Licensing Manager at 202-442-7819 or zadie.bowles@dc.gov, or Luther Ellis, Assistant Director at 202.442.7811 or luther.ellis@dc.gov.

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